

FILED *Records 4*
RETURN TO
RECORDS MANAGEMENT DIVISION

STATUS OF RECORDS SYSTEMS BRANCH PROJECTS

VITAL MATERIALS

The ten offices shown on the weekly report as not having a deposit schedule are as follows:

OCD, ORR, OCI - We are informed that some top level pressure is being applied to assure the inclusion of proper records in the vital materials program, but to date have been unable to establish the schedule.

ONE - A schedule has been established with the exception of certain reference material which will probably be deposited by OCD. This is delaying the finished schedule.

STAT COMPROLLER - [] states that she is working on a schedule but to date we have been unable to get her to complete it. She is now on 3 week leave.

STAT COMMUNICATIONS - The problem of whether or not Communications material shall be deposited through DD/P or us has not yet been settled. [] has indicated that she would prefer to have it handled through us and included on the regular inventory.

STAT TRAINING - [] is making some headway and has made some deposits but we are still not getting a complete schedule.

DIRECTOR'S OFFICE AND AUDIT OFFICE - There will not be a schedule for the Audit Office, and perhaps we should not include the Director's Office in this category of not having a schedule since they deposit as material is issued, and cannot predetermine a schedule.

DD/P - Probably have their own schedule.

STAT [] will transfer as of today, and it is proposed that Mrs. STAT [] assist [] to some extent in checking incoming vital materials and in making calls regarding the time of trips.

STAT At the present time [] is spending considerable time reviewing STAT the inventory and checking with the Area Records Officers in attempting to weed out obsolete material. I am also turning over to him his original draft of the Vital Materials Handbook and the material I worked on so that he can proceed in getting it ready for issuance.

MICROPHOTOGRAPHY

Questionnaires have been returned from four offices to date; only one of which have any projects. [] has requested leave from the 23rd through the 27th of August. I don't believe this will interfere with the survey as we expect to have most of the questions answered before that time. He will be back before the end of the month when the questionnaires are due.

STAT

An inventory of microfilm equipment is now being set up and [] is going to work with [] in reviewing the problems related to stocking and issuing equipment.

STAT

A format for the handbook is being developed and our present thinking is that it should be supplemented by the Army manual. Unless you think otherwise we would prefer not to put this voluminous technical information in our manual as it is well presented and available in the Army manual.

[] is also considering format and contents of a similiar issuance for field stations.

I have asked [] to have Edna send through an order for him for a book on microphotography which he says is well known and widely used in establishing guides and standards by other agencies with big microfilming programs.

EQUIPMENT AND SUPPLY STANDARDS

The Headquarters Notice on heavy duty folders should be relased by the Regulations and Control Staff today. [] has a draft of a similiar notice for field stations covering all folders and guides which he will also clear with Regulations and Control Staff to check on conformance with format and phrasing, and which should be ready for your review within the next day or so.

STAT

I am leaving with you one copy of the Machine Records report on equipment. [] has the other copy. Upon completion of the Mail Control Handbook we plan to begin to try to standardize all other types of filing cabinets.

Mail Control Procedure - [] has a rough draft of the expanded mail control procedure along the lines previously discussed with you. I believe that there is sufficient work to be done on it to keep him busy until I return, but he can work on the equipment standard if not.

Herring Hall Marvin File Cabinets - [] is familiar with the details on this and will take care of any questions that come up before my return.

STAT

Covered Desk Trays - We have received delivery of the full 50 boxes and [] will distribute them to the Area Records Officers next week. He will ask them for comments and also to confirm the number of boxes originally requested.

STAT

FBID Survey - [] has the report on the part of the survey completed to date in fair shape. He and [] will start the forms survey early next week.

STAT